



SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

YOUTH COUNCIL MEETING

Thursday, June 17, 2010

8:00 A.M.

Doubletree Miami Mart/Airport Hotel and Exhibition Center
711 NW 72nd Avenue
Salon A
Miami, Florida 33126

AGENDA

1. Call to Order and Introductions
2. Approval of Youth Council Meeting Minutes
 - A. April 15, 2010
3. Discussion - Performance Update
4. Recommendation as to Approval to Renew Contracts of Existing Youth Services Providers
5. Discussion – MDCPS ARRA 2009 Summer Youth Employment Program Update

South Florida Workforce Investment Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



2.

SFWIB - Youth Council

June 17, 2010

Minutes of SFWIB Youth Council Meeting, April 15, 2010

South Florida Workforce Investment Board
 Youth Council Meeting
 April 15, 2010 at 8:00 A.M.
 Doubletree Miami Mart/Airport Hotel & Exhibition Center
 711 NW 72nd Avenue, Salon A
 Miami, FL 33126

YOUTH COUNCIL MEMBERS IN ATTENDANCE	SFWIB STAFF	OTHER ATTENDEES
<ol style="list-style-type: none"> 1. Giles, Regina (Chair) 2. Brown, Clarence 3. Brown, Willie J. 4. Ferradaz, Gilda (Vice-Chair) 5. Scott, Kenneth 6. Talbert, Gregg 7. West, Alvin <p><i>Youth Council Members Not in Attendance</i></p> <ol style="list-style-type: none"> 8. Dr. Jennings, Donna 9. Rodriguez-Roig, Alex 	<p>Beasley, Rick Kavehersi, Cheri Morgan, Myria</p>	<p>Conde, Waleska, <i>Unidad</i> Heit, David - <i>Youth Co-Op, Inc.</i> Hernandez, Ana – <i>AMO</i> Kos, Claudia – <i>Youth Co-Op, Inc.</i> Mardy, Angela – <i>Jackson Pierce/ Cornerstone Solution</i> Marti, Sergio – <i>Miami-Dade County Public Schools</i> Martin, Marisol - <i>Youth Co-Op, Inc.</i> Oller, Virama – <i>Transition, Inc.</i> Parson, Robert – <i>Greater Miami Service Corps (GMSC)</i> Rodriguez, Maria – <i>Youth Co-Op, Inc.</i> Rosario, Ed – <i>Job Corps</i> Someillan, Ana – <i>AMO</i> St. Ford, Shirrey - <i>Greater Miami Service Corps (GMSC)</i> Tharpe, Towanda – <i>Greater Miami Service Corps (GMSC)</i> Torres, Ruth – <i>HR Strategic Consulting</i> Townsend, Alice – <i>Transition, Inc.</i> Velez, Paulina – <i>Youth Co-Op, Inc.</i></p>

Note: Agenda items are listed in the order in which they were discussed.

1. Call to Order and Introductions

Ms. Gilda Ferradaz, Council Vice-Chair, called the meeting to order.

2. Approval of Youth Council Meeting Minutes for February 18, 2010

Mr. Gregg Talbert moved the approval of the minutes and motion was seconded by Mr. Clarence Brown; Motion Passed.

3. Recommendation as to Approval of a 2010 Summer Youth Employment Program RFP

Ms. Myria Morgan of staff presented the item.

The following recommendations were given for the council members to consider:

1. Choose to award funding to the top two scoring Respondents;
2. Choose to award funding to the top four scoring Respondents;
3. Choose to coordinate another 2010 Summer Youth Employment Program RFP; or

4. Choose to have SFWIB operate the 2010 Summer Youth Employment Program.

Mr. Clarence Brown inquired about the coverage as he wanted to ensure that SFW is able to reach out to as many youths as possible. He further asked about recommendation numbers 1 & 2. Ms. Morgan explained that the more providers we have, the more coverage there will be to serve the community.

Mr. Talbert wanted to know what it would take for SFWIB to operate the program and how much resources would be needed. Mr. Beasley responded that SFWIB would need to hire staff through a staffing agency, make sure appropriate staff are hired and find space for them. Part of the resources allocated to service providers, would be used to hire staff.

Ms. Ferradaz asked if there was enough time to do another RFP. Mr. Beasley said, “No.”

Mr. West asked if all of the respondents scored low in the same area. Mr. Beasley said, “No, there were variations in the scoring and in the different categories.

Mr. West had questions regarding the scoring. He wanted to know what are the pros and cons of choosing the top 4 respondents. Ms. Morgan responded that the pros are that the agencies are familiar with the system, program requirements, and youth that will be served. In addition, they have various locations, and they have experience with worksites, pre-employment skill requirements and the fiscal SFW of process.

Mr. West went on to ask if there’s anything that we should recommend changing in the RFP so that more can meet the criteria. Mr. Beasley’s responded that there are no recommendations to change the RFP. However, the only process he would change is to give the agencies more time to respond.

Mr. Talbert asked if we could request a corrective action to the RFP process or some responses to the areas where they didn’t meet score. Mr. Beasley answered saying, “No” as this would allow other agencies that didn’t initially apply, the ability to apply because of the additional options that would be available. The threshold can be lowered, but it shouldn’t be one of the options.

Ms. Giles inquired about Adult Mankind’s current performance status. Ms. Morgan answered that due to a glitch in the system, their rating showed to be lower than the actual rating. As such, it was later found that they are performing within standards.

Mr. Alvin West moved the approval to award funding to the top four scoring respondents (recommendation #2). It was seconded by Mr. Clarence Brown; **Recommendation # 2 Passed**

4. Discussion – Performance Update

Ms. Morgan presented the item to mention the following:

- In June 2009, there were two agencies that were performing below standards and were put on a watch list:
 1. Transition, Inc. – Performance watch list for 3 months from July 2009 – September 2009. It was later approved by the Youth Council for Transition, Inc. to continue work and remain on the performance watch list for 3 additional months. Transition, Inc. later performed above standards in three areas and was 4% below performance in one.
 2. Adult Mankind - Performance watch list for 6 months from July 2009 – December 2009 and achieved their performance. It’s currently at 92.93%
- Greater Miami Service Corps, for year-to-date July 2009 – March 2010 have fallen by 3% in the younger youth goal attendance

Ms. Giles asked staff to give technical assistance to those underperforming in order to help them reach the minimum standard requirements.

A representative from Transition, Inc. came forward to explain the reason for being below standards by 4% in one of the areas. She said that it was due to a clerical error.

Mr. West inquired about the consequences and suggested an incentive. Ms. Morgan's response was that it will affect the performance of the region, which will result in SFWIB receiving less funding. The current incentive offered is that if they meet their performance every quarter, they have a greater chance of receiving a contract the following year.

Mr. Talbert expressed some concern regarding the amount of people that will be served as he thinks there's not that many. Ms. Morgan answered that due to the economy, there is less funding being received.

Ms. Giles offered a motion to keep Transition, Inc. on the watch list until the issue is completely resolved. Ms. Ferradaz seconded; **Motion Passed.**

5. **Recommendation as to the Approval of a 2010 ARRA Summer Program**

Ms. Morgan also presented this last item and mentioned the following:

- a. SFWIB staff met with Miami-Dade County Public School (M-DCPS) on November 18, 2009 to discuss a report pertinent to the 2009 ARRA Summer Youth Employment Program.
- b. M-DCPS submitted a response on December 8, 2009 proposing steps to address the issues and deficiencies.
- c. SFWIB sent a letter to M-DCPS to resolve outstanding issues pertaining to programmatic file documentation and fiscal issues.
- d. SFWIB assigned a total of 6 staff members to conduct the pre-assessment file review for over 2,700 case files.
- e. She went further to discuss a letter that was sent from Executive Director Rick Beasley addressed to the School Board.
 1. Additional 90 days extension at no-cost in order to allow time to thoroughly review the youth files
 2. SFWIB is prepared to begin the post assessment review process.
- f. As a result of the pre-assessment:
 1. 44 youth participants were enrolled with other SFWIB service providers
 2. 42 youth participants names/ information were not found
 3. 26 youth participants did not show any recorded activities
 4. 23 youth participants had partial activities recorded
 5. 13 youth participants had missing and/or incomplete data
 6. 8 youth participants did reside in another county

- a. The disallowance cost of \$143,784.80

Ms. Giles asked if the system is structured to red flag a youth that is already enrolled with another service provider and Ms. Morgan said, "Yes." Ms. Giles went on to ask what deadline was given for them to respond. Ms Morgan answered to say that there was no deadline given, but the contract ended March 31st.

Mr. Talbert asked about the percentage of \$143,784.80 from the total. The response was about 1%.

Ms. Giles requested that staff provide an update at the next scheduled meeting regarding this item.

Ms. Ferradaz asked if there were any other questions or discussions and since there were none, the meeting was adjourned.



3.

SFWIB - Youth Council

June 17, 2010

Performance Update

Discussion Item

BACKGROUND

At the June 18, 2009 Youth Council Meeting, the Council members approved placing Transition, Inc. on a watch list for the first quarter of the new program year, July 1, 2009 through September 30, 2009, for failing to achieve state and local required performance standards. Similarly, Council members recommended that Achieve Through Education Inc. (Adult Mankind Organization) be put on the performance watch list for six months of the new program year, July 1, 2009 through December 31, 2009.

At the October 15, 2009 Youth Council Meeting, SFWIB staff was unable to report the performance of both Transition, Inc. and Adult Mankind Organization because the Agency for Workforce Innovation's Monthly Management Report only reported performance for July and August 2009. A table, which will be distributed to the Youth Council members, showcases performance information for all youth services providers for the period of July 1, 2009 to June 8, 2010.

At the December 17, 2009 Youth Council Meeting, Council members agreed to allow Transition, Inc. to continue working and remain on the performance watch list for an additional three months (January, February and March).

At the February 18, 2010 Youth Council Meeting, Council members discussed the program performance of all youth service providers. Transition, Inc. performed above standards in three areas and was four percent below performance in the younger youth goal attainment category. Adult Mankind performed above standards in all four performance categories.

The Youth Council at its April 15, 2010 meeting reviewed the performance of Transition, Inc. and motioned to keep Transition, Inc. on the watch list until the issue of their performance is completely resolved.



4.

SFWIB – Youth Council

June 17, 2010

Approval to Renew Contracts of Existing Youth Services Providers

RECOMMENDATION

SFWIB staff recommends that the Youth Council recommend to the Board the approval to renew the current youth service provider contracts for the next program year, July 1, 2010 to June 30, 2011.

BACKGROUND

As a result of the August 13, 2008 procurement process, the current youth service providers were competitively awarded to deliver youth services in Region 23 for program year July 1, 2008 through June 30, 2009. The current contract for youth services providers ends on June 30, 2010. However, the contract contains language affording the option to continue the delivery of youth services for an additional program year, July 1, 2010 to June 30, 2011.

The current youth services providers are:

SERVICE PROVIDER	IN-SCHOOL	OUT-OF-SCHOOL
1. Achieve Through Education Inc.	X	X
2. City of Hialeah	X	X
3. Cuban American National Council, Inc.	X	
4. Greater Miami Service Corps.		X
5. UNIDAD of Miami Beach, Inc.	X	
6. Transition, Inc.	X	X
7. Youth Co-Op, Inc.	X	X

Staff recommends that the Youth Council recommend to the Board the approval to renew existing youth services provider contracts for the period of July 1, 2010 to June 30, 2011.

**MDCPS ARRA 2009 Summer Youth
Employment Program Update****Discussion Item****BACKGROUND**

On November 18, 2009, SFWIB staff met with Miami-Dade County Public Schools (MDCPS) staff to discuss a report pertinent to the 2009 ARRA Summer Youth Employment Program. The report outlined invoicing, quality assurance and programmatic deficiencies. As a result of the meeting, MDCPS received a no-cost extension to their summer contract. SFWIB staff has been working with MDCPS staff to resolve all outstanding issues relevant to MDCPS' operation of the 2009 Summer Youth Employment Program.

In an April 29, 2010, letter to SFWIB, MDCPS requested \$527,021 for staff costs incurred as a result of deficiencies in the operation of the Summer Youth Employment Program and the elimination of \$116,847.60 in disallowances based on the pre-assessment review.

Both of those requested were presented to Executive Committee at its May 6, 2010 meeting for the Committee's input. With regard to the staff costs request, the Executive Committee determined that that issue be brought for the Youth Council's consideration at the Council's June 17, 2010 meeting. The Executive Committee noted that MDCPS staff is welcome to attend that meeting to assist the Youth Council in its decision-making process. With regard to the disallowance issue, the Executive Committee, in accord with staff feedback, determined that SFWIB does not have the liberty to eliminate the disallowed costs as it would be inconsistent with federal and state law. Attached are copies of MDCPS' April 29, 2010 letter and SFWIB's June 10, 2010 response letter.

Attachments



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools
Alberto M. Carvalho

Miami-Dade County School Board
Dr. Solomon C. Stinson, Chair
Perla Tabares Hantman, Vice Chair
Agustin J. Barrera
Renier Diaz de la Portilla
Dr. Lawrence S. Feldman
Dr. Wilbert "Teo" Holloway
Dr. Martin S. Karp
Ana Rivas Logan
Dr. Marta Pérez

April 29, 2010

Mr. Rick Beasley, Executive Director
South Florida Workforce Investment Board
7300 Corporate Center Drive, Suite 500
Miami, Florida 33126

RE: AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) OF 2009, SUMMER YOUTH EMPLOYMENT PROGRAM, QUALITY ASSURANCE MONITORING PROJECT, MIAMI-DADE COUNTY PUBLIC SCHOOLS, DECEMBER 2009 – MARCH 2010

Dear Mr. Beasley:

This letter serves to confirm receipt of your letter dated March 31, 2010, regarding the American Recovery and Reinvestment Act (ARRA) of 2009 – Summer Youth Employment Program, Quality Assurance Monitoring Project for Miami-Dade County Public Schools (M-DCPS).

We acknowledge and concur with the following information contained in your letter:

- Extension of the contract at no-cost through March 31, 2010 to allow a thorough review of the summer youth files;
- Assignment of South Florida Workforce Investment Board (SFWIB) staff to conduct a pre-assessment of summer youth files;
Provision to M-DCPS staff of the copies of the pre-review Monitoring Review Form for each summer youth file reviewed;
- As of March 31, 2010, the SFWIB staff has reviewed 2,595 files of the 2,701 entered in the state management system;
- SFWIB approval of an additional line item to provide an alternative reimbursement process for 83 eligible youth with clearance issues. The alternative process was expedited immediately upon approval and as directed by your staff, expenditures are reflected in the general ledger of March 31, 2010; and
- Post-assessment review process comprised of a 10% assessment of the reviewed and corrected case files was not conducted during the course of the program extension period.

Nevertheless, the decision to deny again our request for a line item adjustment for additional full-time and part-time staff member costs required to meet program activities, is rather discouraging. Particularly since M-DCPS has addressed and resolved the majority of the outstanding issues related to billing and documentation as you indicated in the meeting held on November 18, 2009. Please refer to our letter issued on December 8, 2009, detailing a course of action for resolution and your letter of acknowledgment on March 31, 2010.

During these fiscally challenging times, the denial of this line item adjustment for additional cost incurred for full-time and part-time staff member costs required to meet program extension activities within an established timeline has grave financial consequences for the School District. It was our hope and expectation that the request for this grant adjustment would have been honored since M-DCPS addressed all outstanding issues as requested. I urge you to reconsider your decision and authorize the above referenced line item adjustment prior to the closing of the program.

An additional concern is that on April 27, 2010, M-DCPS received an invoice for disallowances in the amount of \$116,847.60. These disallowances were based on the work of South Florida Work Force (SFWF) pre-assessment review team. Based on the agreement we reached at the November 18th meeting, it was our understanding that SFWF staff involved in the pre-assessment review was assigned to assist the District to prepare the youths' files for the 10% post-assessment review; which has not taken place yet. As such, the assessment of disallowances as a result of the pre-assessment review seems to be in disagreement with the plan we put in place in order to minimize future disallowances. Therefore, I would like to request that these disallowances in the amount of \$116,847.60 be eliminated.

M-DCPS lived up to its commitment to engage thousands of youth and their families in an opportunity for summer employment. The primary goals to rally around the neediest of our community and assist in achieving the goals of the national economic stimulus initiative were accomplished. Application processing required substantial coordination among departments, businesses and collaborative agencies. Community and partnership interactions necessitated handling and constant resolution of sensitive and in many cases confidential matters that could only be processed by specialized personnel. Documentation demands were complex. Overall, the implementation of the program was extremely challenging and labor intensive. M-DCPS would appreciate full reimbursement for expenditures associated with the implementation of the Summer Youth Employment Program.

If you need additional information, please contact me at 305-995-1451, or Dr. Magaly C. Abrahante, Assistant Superintendent, Title I Administration, Early Childhood Programs, and Summer Services, at 305-995-1253.

Sincerely,



Milagros R. Fornell, Associate Superintendent
Curriculum and Instruction

MRF:wr
L1060 (R2885)

cc: Mr. Alberto M. Carvalho
Ms. Connie Pou
Dr. Magaly C. Abrahante
Ms. Iraida R. Mendez-Cartaya
Dr. Sharrie R. Dean
Mrs. Rhoda O. Shirley
Ms. Melissa Latus

June 10, 2010

Ms. Milagros R. Fornell
Associate Superintendent, Curriculum and Instruction
Miami-Dade County Public Schools
School Board Administration Building
1450 N.E. 2nd Avenue, Room 929
Miami, FL 33132

Re: Miami-Dade County Public Schools (MDCPS) American Recovery and Reinvestment Act (ARRA)
2009 Summer Youth Employment Program

Dear Ms. Fornell:

This letter is in response to your April 29, 2010, letter regarding MDCPS' operation of the ARRA 2009 Summer Youth Employment Program. As acknowledged in that letter, both MDCPS and South Florida Workforce Investment Board (SFWIB) staff communicated on several occasions to address fiscal and programmatic deficiencies identified in the operation of the 2009 Summer Youth Employment Program. Those deficiencies are documented in a Quality Assurance Monitoring Report drafted by SFWIB staff.

In an effort to remedy the deficiencies, MDCPS staff proposed five steps:

- Approval by SFWIB of a 90-day, no-cost extension through March 1, 2010, in order to complete a thorough review of the 2,700 student files;
- Provision of full-time, on-site technical assistance to MDCPS by four SFWIB Quality Assurance Specialists to conduct pre- and post-assessment reviews of the 2,700 student files;
- Completion of a file pre-review tool for each youth participant file by SFWIB Quality Assurance Specialists;
- Allocation of four teachers and 20 hourly Community Involvement Specialists by MDCPS to facilitate the completion of student files based on SFWIB's pre-review findings; and
- Completion of a file post-review by SFWIB Quality Assurance Specialists, as mentioned above, upon completion of MDCPS' efforts to resolve SFWIB's pre-review findings.

To support the proposed steps, SFWIB performed the following:

- Extended the contract at no-cost through March 31, 2010, to allow a thorough review of the summer youth files;
- Assigned SFWIB staff to conduct a pre-assessment of summer youth files;
- Provided MDCPS staff copies of the pre-review monitoring review form for each summer youth file reviewed; and
- Approved an additional line item to provide an alternative reimbursement process for 83 eligible youth with clearance issues.

Ms. Milagros R. Fornell
Miami-Dade County Public Schools
June 10, 2010
Page 2 of 2

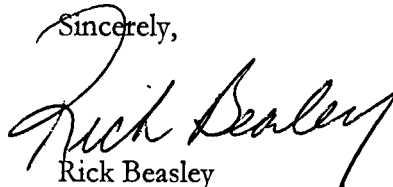
Nevertheless, as stated in your April 29, 2010, letter, two unresolved issues remain: (1) whether SFWIB should grant MDCPS' request for a line adjustment for additional full-time and part-time staff member costs to meet program activities and (2) whether SFWIB should eliminate \$116,847.60 in disallowances based on the pre-assessment review.

Both of these issues were presented to the Executive Committee on May 6, 2010, for the Committee's input. With regard to the first issue (MDCPS' request for \$527,021 for staff costs incurred as a result of deficiencies in the running of the 2009 Summer Youth Employment Program), the Executive Committee determined that it be brought for the Youth Council's consideration at its upcoming June 17, 2010, meeting. MDCPS staff is welcome to attend that meeting to assist the Council in its decision-making process.

Regarding the second issue, the Executive Committee, in accord with staff feedback, determined that SFWIB does not have the liberty to eliminate the \$116,847.60 in disallowances as it would be inconsistent with federal and state law. Additionally, eliminating the disallowances would contravene the SFWIB-MDCPS 2009 Summer Youth Employment Program contract. As discussed in meetings with MDCPS staff, all participants had to be entered into the state's tracking and reporting system (Employ Florida Marketplace) by the September 30, 2009, contract deadline for payment of Workforce Investment Act (WIA) and ARRA dollars. The SFWIB Quality Assurance Monitoring Project details lack of compliance with this contract provision. Moreover, note that the anticipated post-assessment review by SFWIB staff has no bearing on the disallowed costs.

SFWIB values MDCPS as a partner in the region's workforce system and is grateful for MDCPS' efforts to improve workforce programs. SFWIB looks forward to its continued partnership with MDCPS on current and future workforce projects. If you have any questions and/or concerns relevant to this matter, please do not hesitate to contact my office at (305) 594-7615, ext. 369.

Sincerely,



Rick Beasley
Executive Director
South Florida Workforce Investment Board

Certified Mail, Return Receipt Requested # 7005 1160 0000 5339 4578

Pc: Ms. Connie Pou
Dr. Magaly C. Abrahante
Ms. Iraida R. Mendez-Cartaya
Dr. Sharrie R. Dean
Mrs. Rhoda O. Shirley
Ms. Melissa Latus
Mr. Bernardo Adrover